

MANAGING EDITOR

DEFINITION: Under general direction, performs work of considerable difficulty in supervising personnel engaged in selecting, gathering and editing news and photographs for newspapers, books, periodicals according to written specifications; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Oversees and coordinates the publication process, organization and design of pre-production equipment and systems for printing, outputting and design of the newspaper; directs editorial activities of the newspaper; writes and edits articles, publications, speeches and new releases; confers with staff to discuss and develop plans, news coverage of special events, solve publication problems; confers with editorial staff to establish production schedules; collaborates with staff on assignments of stories and photo shoots; negotiates with newspaper owner's representative to establish publication policies.

Inspects final edition and rearranges makeup to meet emergency situations; researches and orders software and computer equipment; calibrates, organizes and orders pre-press equipment; plans, coordinates, directs and schedules functions for the printing shop; oversees timely completion of a job or work order; reviews financial reports; maintains media relations with local, state and national enterprises; attends meetings, training and conferences.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the copyright regulations and laws of the publishing industry.

Knowledge of economics and financial management requirements to operate publishing enterprise.

Knowledge of organizational structure, workflow and operating procedures used in publishing newspaper.

Skill in examining and reengineering operations and procedures, formulating policy and developing and implementing new strategies and procedures.

Skill in developing and implementing comprehensive market goals, objectives and plans.

Skill to use independent judgment to manage and impart information to a range of clientele and/or media sources.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Journalism, English, Creative Writing, Business, or closely related field; and five (5) years of experience in editing, technical writing, administrative or business process of a newspaper operation; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.